7. Fee Calculation. This section explains how your fee is calculated. Since the statement is generated shortly after the end of the quarter, the disbursements for the last month of the quarter usually have not yet been reported. Therefore, the quarterly fee is usually estimated. If the case closed prior to the end of the quarter and disbursements were reported, the actual quarterly fee due will be printed. A fee table is provided as a reference.

Read the instructions carefully for information about consolidated cases. Also note that when the bankruptcy court dismisses a case, this does not dismiss the liability for unpaid quarterly fees for prior quarters and for the quarter that includes the dismissal date. Another issue arises when a court action that ceases further fee liability occurs very near the end of a quarter. Unless the court order states otherwise, the official date of the action is when the court dockets it which may be a few days later than the hearing date. By law, fees usually accrue until the docket date, and may cause an additional quarter fee to be due.

- **8.** This section contains general information on interest assessed on unpaid quarterly fees. Questions regarding interest assessments should be directed to your local U.S. Trustee.
- **9. Address Stub.** You are responsible for reporting address corrections to both the bankruptcy court and to the U.S. Trustee office. If your current address is different than what is printed on the statement, enter the correct address on the address stub, and place an 'X' in the box at the end of the Address Stub instructions line on the front of the statement. Use the enclosed <u>window</u> envelope to send this stub to your local U.S Trustee office; do not send it to the Payment Center.
- **10.** Quarterly Fees Payment Stub. See the instructions on the front and back of the stub. If you are sending a payment for a large number of cases and wish to do it with a computer spreadsheet, contact your local U.S. Trustee office for details on the acceptable format.

CHAPTER 11 QUARTERLY FEE AND DISBURSEMENT INFORMATION INSTRUCTIONS

FEE CALCULATION: The fee due is based on disbursements during the days of the quarter that the case is open: it is not prorated when open for less than a full quarter. The minimum fee applies even when there are no disbursements and even if the case was open for as little as one day of the quarter. The fee amount will be estimated if disbursements for all of the months of a quarter that the case is open have not been reported to the U.S. Trustee. The estimated fee is based on, a) reported disbursement history, b) initial financial data submitted when the case was filed, or c) an estimation done by the U.S. Trustee office. If you calculated the fee to be less than the estimated quarterly fee, you must submit the reports supporting your estimation to the U.S. Trustee, and send the revised fee amount to the U.S. Trustee Payment Center as described on the front and back of the below Quarterly Fee Payment Stub. The fee is based on the following table:

	Quarterly Disb	urser	nent	Range	<u>Fe</u>	e Due	Q	uarterly Disbi	ursem	ent Range		<u>Fe</u>	e Due
	less than		\$	15,000.00	\$	250	\$ 3	300,000.00	to	\$ 999,999.99	9 \$		3,750
	\$ 15,000.00	to	\$	74,999.99	\$	500	\$ 1,0	00.000,000	to	\$ 1,999,999.99	9 \$		5,000
7	\$ 75,000.00	to	\$	149,999.99	\$	750	\$ 2,0	00.000,000	to	\$ 2,999,999.99	9 \$		7,500
	\$ 150,000.00	to	\$	224,999.99	\$	1,250	\$ 3,0	00.000,000	to	\$ 4,999,999.99	9 \$		8,000
	\$ 225,000.00	to	\$	299,999.99	\$	1,500	\$ 5,0	00.000,000	and a	bove	\$. 1	10,000

Pursuant to 31 U.S.C. §3717, the United States Trustee Program will assess interest on unpaid Chapter 11 quarterly fees charged in accordance with 28 U.S.C. §1930(a) effective October 1, 2007. The interest rate assessed is the rate in effect as determined by the Treasury Department at the time your account becomes past due. If payment of the full principal amount due is received within thirty (30) days of the date of the notice of initial interest assessment, the interest assessed will be waived. Questions about this policy should be addressed to your local United States Trustee office.

AUTHORITY: Chapter 11 quarterly fees are determined according to 28 U.S.C. §1930(a)(6) as amended. Consult your attorney if you are in doubt as to whether the quarterly fees apply to your bankruptcy case.

PENALTIES: Failure to pay the quarterly fees is cause for conversion or dismissal of your case under 11 U.S.C. \$1112(b)(10). Filing a false report may subject you to civil liability under 31 U.S.C. \$3729(a)(7) and to criminal penalties under 18 U.S.C. \$1001, and \$1621.

WHO MUST PAY: Every case pending under Chapter 11 of the Bankruptcy Code is subject to 28 U.S.C. §1930(a)(6) and must pay the quarterly fee. If a trustee has been appointed to serve in the case, give this form to the trustee to complete and submit. If the case is jointly administered with another case or has been consolidated with another case for administrative purposes only, submit a separate quarterly fee payment stub for each case. If the court has ordered the case to be substantively consolidated (consolidated for all purposes), then only one fee is payable per quarter based on the disbursement total of all of the entities. However, if substantive consolidation occurs during a quarter, the individual cases remain subject to the fee for that part of the quarter prior to the consolidation. Dismissal of a case by the court does not relieve you of the responsibility to pay unpaid fees for previous quarters and the quarter that includes the dismissal.

WHEN TO PAY: The fee is due on the last day of the calendar month following the calendar quarter for which the fee is owed, starting with the quarter in which the case is commenced, and continuing until and including the quarter in which the case is dismissed, converted to another chapter, or closed by the court. The effective date is the date these orders are docketed by the court or as otherwise contained in the court order. For cases seeking plan confirmation, all quarterly fees must be paid in full on or before the court hearing or effective date of the plan.

CONVERSION OF CHECKS FOR ELECTRONIC FUND TRANSFER: Personal checks may be converted into an electronic fund transfer (EFT). This means a copy of such a check will be made and the account information on it will be used to electronically debit the maker's bank account for the amount of the check. The debit will usually occur within 24 hours, and will be shown on the maker's regular bank account statement. The original check will not be returned; it will be destroyed, but an electronic copy of it will be kept. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of the original check. If the EFT cannot be completed because of insufficient funds, an attempt to transfer the funds may be made for a total of two times.

Detach and return this stub making sure that the addresses are clearly visible in the envelope windows.

John Q. Public Suite 999 1376 Some Avenue Anytown, US 12345-6789

	Print Address Corrections nete:	Office of the U.S. Trustee Suite 222
`		6002 Public Lane Anywhere, US 11111-222
)		_

QUARTERLY FEE PAYMENT STUB COMPLETION: The amount written in the Amount Enclosed box must equal the amount of the check. If you are sending payments for more than one case, a separate payment form is required for each case, and the totals on the payment forms must equal the total of the check. Your account number is a special national U.S. Trustee number, and is not the number assigned by your local bankruptcy court. If you do not know your U.S. Trustee account number, contact your local U.S. Trustee office. The payment stub is specially printed for electronic processing, to assure proper credit, submit only the <u>original</u> stub, and not a copy of it. Substitute payment forms are available from your local U.S. Trustee office.

SENDING YOUR PAYMENT: The Payment Center is not a U.S. Trustee office; it is a bank that only processes your payment. They do not read any notes or supplemental material you may send with your payment, and will destroy all such material sent. If you need to report an address change, or are sending other papers such as your monthly financial reports, send these materials to your local U.S. Trustee office address on the front of this form.



United States Trustee Program

Quarterly Fee Statement

Fee Information and
Collection System
(FICS)

October 2007

What's New ...

Effective October 1, 2007, interest will be assessed on Chapter 11 quarterly fees not paid before the end of the month following the end of a quarter. If payment of the full principal amount due is received within thirty (30) days of the date of the notice of initial interest assessment, the interest assessed will be waived.

The notice of initial interest assessment will appear below the Balance Due line on the statement.

Your Statement in Detail

- 1. U.S. Trustee Office. The address and phone number of the office handling your account are listed here. Any items other than your payment and payment form sent to the Payment Center will be destroyed; all correspondence and phone inquiries are to be directed to the U.S. Trustee office.
- 2. Account Number Information. Your account number is a special national U.S. Trustee number which is similar to, but not the same as, the number assigned by your local bankruptcy court. This number must be on all payment forms sent to the Payment Center to assure proper credit. If you don't know your account number, contact your U.S. Trustee office.
- **3. Statement Details Box.** The Statement will include details of transactions that occur between the monthly process dates. Fee adjustments are summarized and may be based on many changes to the disbursement record; contact your local U.S. Trustee office for a detailed explanation. The Balance Due at the bottom of the box will almost always be an estimate. If any disbursement information is missing, or if you believe there may be other factors requiring an adjustment to this balance, send this information to the U.S. Trustee office (do not send to the Payment Center).

- **4. Important Message Area.** Read this area for information about the Balance Due. If you believe you have already paid the balance, do <u>not</u> send this information to the Payment Center; send it to the U.S. Trustee office. If interest is being assessed for the first time for a period of unpaid quarterly fees, a notice of initial assessment will appear here. The Statement Details Box will contain the assessment amount.
- **5. Disbursements Stub.** Disbursement data must be sent to both the bankruptcy court and to the U.S. Trustee office. The months for which disbursement data are missing are listed, e.g. 4/2006 is April, 2006. Enter this information, rounded to the nearest dollar, and send it in the window envelope sent with the statement; do <u>not</u> send it to the Payment Center. Note that doing this does not relieve you of the responsibility to file the required operating report. Special reports are required for reporting post-confirmation financial activity; contact your U.S. Trustee office for reporting details.
- **6. Quarterly Fee Payment Stub.** This perforated section is to be sent to the U.S. Trustee Payment Center. The Payment Center is a bank that just processes the payment; it is <u>not</u> a U.S. Trustee office. Anything other than the payment and payment stub sent to this address will be destroyed. Write the amount you are paying for the account number on the payment form; this is especially important if you are sending several payment forms, but only one check.

Write your account number(s) on your check, make it payable to U.S. Trustee, and send it and the payment form in the pre-addressed envelope sent with the statement. If you do not have a pre-addressed envelope, send the mail to:

U.S. Trustee Payment Center P.O. Box 70937 Charlotte, NC 28272-0937 Office of the U.S. Trustee

6002 Public Lane, Suite 222
Anywhere, US 11111-2222

(3)

(5)

John Q. Public Suite 999 1376 Some Avenue

Anytown, US 12345-6789

*******AUTO**MIXED AADC 170
JOHN Q. PUBLIC
SUITE 999
1376 SOME AVENUE
ANYTOWN, US 12345-6789

D . . .



UNITED STATES
DEPARTMENT OF JUSTICE
U.S. TRUSTEE PROGRAM

Account No.: 123-4

Page 1 of 1

Process Date:

123-45-67890 07-10-06

See Instructions On Reverse Side

Chapter 11 Quarterly Fees Statement

Description	Amount	
Balance Forward	500.00	
Adjustment to fees charged for previous quarters	250.00	
Payment	-250.00	
Quarter 3, 2007 Fee Due {Est. using prev. qtr. Fee} (8)	250.00	
Interest Assessed: Interest Rate is 4%	24.74	
Estimated Balance Due Based On Disbursement Record	774.74	
	Adjustment to fees charged for previous quarters Payment Quarter 3, 2007 Fee Due {Est. using prev. qtr. Fee} (8) Interest Assessed: Interest Rate is 4%	

Your Chapter 11 quarterly fees have not been paid in full. Please pay the amount due immediately. If your payment has been remitted, please disregard this statement. Pursuant to 28 U.S.C. §1930(a) and 31 U.S.C. §3717, this account is past due and interest in the amount indicated above has been assessed on the past due balance. The interest assessed will be waived and will not need to be paid if payment for the full principal amount due is received within thirty (30) days of this notice.

QUARTERLY FEE PAYMENT STUB: Enter amount enclosed, detach and send this stub with your payment to: U.S. Trustee Payment Center

Account Number Amount Enclosed
\$ ¢
1234567890

Write your Account Number on your check.

Anything other than your check and payment form sent to the below address will be destroyed (such material should be cent to your

Make check payable to the U.S. Trustee.

Anything other than your check and payment form sent to the below address will be destroyed (such material should be sent to your local U.S. Trustee office).

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U.S. Trustee Payment Center P.O. Box 70937 Charlotte, NC 28272-0937